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25X1A9a

[redacted]

Chief, Management Staff

25X1A9a [redacted] 28 November 1956

Chief, O&M Staff (ID/S Area)

Work Report for Period 22 November 1956 Through 28 November 1956

1. Accomplishment

Prepared summaries of Personnel Statistics pertaining to subject of Headquarters ceiling control.

2. Assignments (Active)

		Target Date
25X1A9a	a. MS 5-1[illegible], Compt., Study of Technical Accounting Staff. [redacted]	1 December 1956
25X1A9a	b. MS 5-1F, Compt., Study of Program Analysis Staff. [redacted]	1 December 1956
25X1A9a	c. MS 5-38, T/O System Analysis, Manpower Control. [redacted]	1 January 1957
	d. MS 6-28, O&M, Follow-up on MS Administrative Survey of Correspondence and Records Branch. [redacted]	15 December 1956 25X1A9a
	e. MS 6-47, Compt., Study of Use of OV Funds to Pay Agency Employees, OTR. [redacted]	15 December 1956 25X1A9a
	f. MS 6-67, Mechanism for Reporting and Control of Personnel (Hq. and Field) and for the Maintenance of Firm Controls of Hq. Ceiling. [redacted]	15 December 1956 25X1A9a
25X1A9a	g. MS 6-68, Compt., Review of Work Measurement System. [redacted]	14 December 1956

3. Assignments (Inactive)

25X1A9a	a. MS 5-1, Compt., Study of the Comptroller Organization. [redacted]	31 January 1957
25X1A9a	b. MS 5-1D, Compt., Study of the Budget Division. [redacted]	30 January 1957
25X1A9a	c. MS 6-47, Compt., Study of Use of OV Funds to Pay Agency Employees, Components other than OTR. [redacted]	15 January 1957

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d. [redacted] 6-49, OTR, Study of OTR Language and Area Instruction. [redacted] 25X1A9a — 15 December 1956

e. [redacted] 6-51, OTR, Follow-up on [redacted] Study of Feasibility of Transferring OTR Library to OCR and Establishment of Communism Library. [redacted] 25X1A9a — 1 January 1957

f. [redacted] 6-66, Compt., Music System Proposed for Payroll Branch. [redacted] 25X1A9a — 15 January 1957

4. Training

a. 4 Hours - Reading Improvement Course. [redacted] 25X1A9a

b. 3 Hours - Conference Leadership Course. [redacted] 25X1A9a

[redacted] 25X1A9a

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